

## **Volunteer Job Description for the Steering Committee African American Elder Project Transition Project**

***October 2003***

***Purpose:*** The purpose of the Steering Committee is to provide staff and volunteer leadership for a planning process that will result in the development of a plan to transfer the African American Elder Project from its current location to a community-based site. The planning period for this project is October 1 through December 31, 2003. The plan will describe the recruitment of individuals for the Mayor's Council for the African American Elderly, the identification, selection and management relationship with an affiliate organization to initiate the transition of the African American Elder Project, and an orderly plan to "spin-off" the AAEP to an established community-based entity.

***Reports to:*** The Executive Sponsors

### ***Steering Committee Responsibilities:***

- Lead the planning process to a successful conclusion
- Ensure all stakeholders' perspectives are heard in the process
- Recommend strategies and policies to the Executive Sponsors
- Effectively use programmatic and management expertise and knowledge

### ***Individual Committee Member Responsibilities:***

- Leadership: take the initiative to see that decisions get made and things get done
- Facilitation: pay attention to the process rather than content
- Input: provide information and opinions
- Decision-making: decide on strategies, goals, objectives, etc.

### ***Planning Principles and Values:***

- *Inclusiveness.* Input will be sought from multiple sources
- *Meaningful participation.* All participants should feel that their participation is substantive with the potential for real influence on the outcome of the plan; if an individual is expected to implement a strategy, that individual should participate in shaping that strategy
- *Share the work.* The successful completion of the process should not depend on one or two people
- *Focus on the "big picture".* No one should expect the process to address every concern or complaint. We will, however, address all critical issues, regardless of how difficult those issues may be.
- *Ownership.* We will seek to develop deep ownership of the outcomes of the project
- *Strategy.* Our strategies should respond to what we understand of the present and the probable future.

**Membership:** Membership in the committee will include members of the MCAAE, representatives from each of the Partner organizations, members of the AAES and other volunteers who are knowledgeable about the African American Elder Program, key constituencies, community needs, contracting, management and/or planning.

**Term:** This is an ad hoc committee that will meet initially for three to four months between October 2003 and January 2004.

**Chairperson:** The chair will be selected soon.

**Staff:** Key staff of the Aging and Disability Services responsible for the program shall serve on the committee.

**Meetings:** Meetings of the Steering Committee will occur twice monthly on a schedule to be agreed to by participants. Individual member assignments shall be ongoing.

**Minutes:** Minutes shall be prepared for each meeting.

**Committee Recommendations:** Recommendations by the committee shall be approved in writing.